MLTI Participation Packet 2016

For more information, please visit:
http://www.maine.gov/mlti/deployment

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MLTI HP Primary Solution

THIS PACKET CONTAINS:
MLTI Program Description
Eligibility, Participation and Funding Information
2016 Order Form and Participation Agreement
MLTI Shipping Information Form

Instructions

Opt-in Period Begins: April 25, 2016

Form Submission Deadline*: June 1, 2016 – 5PM

Anticipated Equipment Shipments: mid July 2016

(*) Forms to Submit:

1. MLTI Participation Agreement (page 15 of this document)
    a. Requires Superintendent signature

2. MLTI Device Order Form
    a. Requires Superintendent signature
    b. Download Order Form specific to your chosen MLTI HP solution at
       http://www.maine.gov/mlti/deployment
        i. If you are unsure which form is the correct form, please contact the DOE MLTI
           Project Office at mlti.project@maine.gov or 207-624-6746.
3. MLTI Shipping Information
    a. Specify the technical contact person who will be available for delivery of your MLTI order
       (page 17 of this document)

Forms should be returned to the Department of Education via Fax 877-494-MLTI (6584), email of scanned document to mlti.orders@maine.gov or by mail to:

Department of Education
State House Station 23
Augusta, ME 04333-0023
ATTN: MLTI PROJECT OFFICE

Once your forms are submitted, the MLTI Team will send a confirmation email to the Superintendent confirming receipt and to validate the information on the forms.

MLTI Program Description

Professional Development

Hewlett Packard (HP), in collaboration with Education Networks of America (ENA), has designed an overall Professional Development Plan (PDP) specifically to address transforming education and the classroom experience. This PDP acknowledges that educator and leader adoption of technology instruction and skill levels vary widely, so HP has carefully selected a robust variety of professional development offerings. These offerings meet the learning needs of novice to experienced technology users while providing a diversity of professional development opportunities. This diversity ensures sustainability and supports expansion of various educator and leader capabilities around effective instruction for teaching and learning in a 1:1 environment.

Professional Development Partners and Delivery Modes
The PDP leverages the skills and experience of seasoned professional development partners with a long-term commitment to education. It includes state-level consulting, leader-led or train-the-trainer workshops, online facilitator-led or self-paced classes, video tutorials, webinars, and a robust selection of online resources to meet the needs and learning styles of educators and leader learners. Professional development partners include: HP, Microsoft, Intel, McREL, Atomic Learning, ClassLink and Common Sense Media, with ENA providing project management services.

Summary of Leader-Led Facilitated Professional Development Offerings
Leader-led workshops and training sessions for educators, leaders, and technology administrators will be delivered over a four-year period. This will include:
- Intel and/or Microsoft workshops for novice, intermediate and advanced users;
- ClassLink workshops;
- HP technical workshops; and
- McREL advanced 1:1 technology integration and quality instructional strategies workshops for mentor educators and leaders.

Summary of Online Self-Paced Professional Development Offerings
The PDP offers a broad selection of online resources and self-paced training provided with all HP devices. Online resources included are:
- Atomic Learning Integrate and Mobilize tutorials
- Common Sense Media K-12 Digital Literacy and Citizenship Project and Learning Ratings for Educators courses and resources
- Intel Teach Elements Series
- Education and Engage Community courses and Network courses and communities.

Personal Digital Device
HP ProBook 440 G3 Notebook

The HP ProBook 440 G3 is a notebook capable of running Windows 10. The custom solution for MLTI is configured with a 6th Generation Intel Core i3 processor, 4GB of memory, a 500GB 7200RPM hard drive, wired and wireless network connections, and additional ports for expansion. HP includes protection tools like HP 3D DriveGuard, HP BIOS Protection, and embedded TPM. This device has experienced 115,000 hours of demanding performance testing to help ensure reliability. It includes a full sized spill resistant keyboard and touchpad with a scroll zone and gesture support. It is field serviceable and can be repaired for in warranty work, with options to repair out of warranty needs as well. It is configured with a HP 4-cell, 44 WHr Li-ion battery that can be swapped if not charged by the student at home. Fully charged, the notebook will last a full school day. Fast Charge will recharge the battery up to 90% within 90 minutes when the system is off. The battery can be recharged by the student at home or elsewhere.
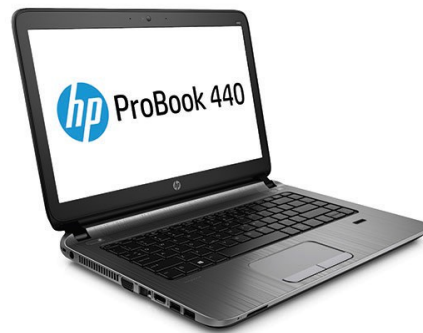
Communication and Collaboration

The MLTI device is configured with standards-compliant wireless and wired network access. Students and teachers can connect to the Internet from home or other locations via a local ISP account.

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Tools Supporting Anytime Anywhere Learning

ClassLink LaunchPad

ClassLink's LaunchPad product is included with each HP MLTI device. LaunchPad is the student and teacher's personalized cloud desktop that gives access to schoolwork from anywhere, reinventing the experience of instructional technology. LaunchPad delivers access to files (both in the 3GB ClassLink storage area and for configured district- and school-based file servers), school software and powerful collaboration tools both within the school and when working outside the school.

Office 365

Microsoft's cloud based service, Office 365 for Education will extend the power of Windows and Office Professional. This product enables schools to create experiences that help students and teachers to easily connect with each other, collaborate on assignments and form new ideas all within a browser.

Productivity, Communication and Storage Solutions

Each user will received a 25GB email/calendaring inbox, 7GB of synchronized storage, Office Web Apps for web-based collaboration of Office documents and an individual web presentation subscription (Lync) for IM, VOIP calls, Video calls and group discussion. Additionally, each District will receive up to 25TB of pooled storage to be allocated via the web administrator console by the District's I.T. team. Exchange Online, Lync Online, SharePoint Online, SkyDrive Pro and Office WebApps can be enabled at the District's discretion altogether, individually or any combination best suited to the District's needs.

Warranty and Support

MLTI provides managed services, which cover the portable computing device for four years. This custom support and maintenance covers parts and labor in support of the functionality of the portable device under normal wear as well as coverage for defective units. To meet availability and timely replacement requirements this custom support utilizes two strategies: "hot-spare replacement units" and a "return to repair" depot. Hot-spare units will be supplied in the same configuration as the regular student devices.

End user replaceable parts like keyboard, mouse, battery and power bricks will also be available to school districts. The primary 4-cell battery and replacement batteries carry a one-year limited warranty. The battery charging stations are covered under warranty as a part of the managed services supplied.

HP is providing multiple ways for portable computing devices to be updated and re-imaged. USB drives containing the current Master OS Image and are provided for manually re-imaging devices. In addition, each device is equipped with our remote monitoring and management system, which provides a hands- free option. This latter approach, a cloud-based, over-the-air service, continually monitors all

managed devices and checks for relevant software updates that are then automatically applied to each machine.

This dual system provides the following options when updating or installing software:

- The Master OS image can be installed manually by restoring the image from the USB drive;
- Updates and local software titles can be installed automatically by pushing software through the HP system directly and immediately onto the device.

Local software titles will be considered for inclusion in the base image as part of the annual software update process.

Further technical support can be accessed through HP's Help Desk, available Mondays through Fridays, from 6:00 AM to 10:00 PM. A toll-free number for this service will be provided to the local Technology Lead. The Technology Lead is expected to be the first point of contact for students and teachers before the Help Desk is called to ensure coordination of resolution activities. Once a call has been put through, incidents that cannot be resolved remotely will be escalated to the appropriate support team and dealt with in a timely fashion. Any MLTI user may call the Help Desk, however escalations may only be initiated by the Technology Lead.

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HP ProBook 440 G3 Information

Processor and Memory
- Intel® Core i3-6100U with Intel® HD Graphics 520 (2.3 GHz, 3 MB cache, 2 cores)
- 4GB 1600MHz DDR3L 1DM (additional DIMM slot for future expandability to 8GB)

Storage/Drives
- 500 GB - 7200 RPM Hard Drive

Ports/Slots
- VGA Port - supports resolutions up to 2048x1536 external resolution @ 50 Hz
- Realtek Ethernet (10/100/1000)
- HDMI - Supports direct connection to high-definition displays with up to 4096 x 2160 @24 Hz resolution and 7-channel audio
- USB (3 total) USB 3.0 ports (2) and USB 2.0 ports (1)
- Multi Media Reader Slot supporting SD, SDHC, and SDXC

Networking/Communications
- Realtek 10/100/1000 Ethernet Controller
- Intel 3165 ac 1x1 +Bluetooth 4.0 LE WW

Display
- 14" diagonal LED-backlit HD anti-glare (1366 x 768)

Keyboards/Pointing Devices/Buttons & Function Keys
- Spill-resistant 101/102-key compatible keyboard, with a thin layer of Mylar film underneath the keys
- Touchpad with gestures support, on/off button with LED indicator, two-way scroll, two pick buttons

- Launch buttons provide easy access to wireless on/off and speaker mute. Function keys provide control of features including: standby mode, display brightness, external display, microphone mute, volume down, volume up

Audio
- HD audio with DTS Studio Sound
- Integrated stereo speakers
- Integrated dual-microphone array
- Headphone/Microphone combo jack

Webcam
- 720p HD webcam
- HD format (widescreen)
- Supports videoconferencing (non-HD) and still image capture
- High quality fixed focus lens Video capture at various resolutions up to 1280x720 resolution (720p)

Battery/Power
- HP 4-cell, 44 WHr Li-ion battery
- External 45 W Smart AC adapter w/1.0 meter power cord

Dimensions
- Height: 0.83 inches
- Width: 13.35 inches
- Depth: 9.61 inches
- Weight: 3.95 lb

Software

The following list of software titles are preloaded onto the MLTI devices. Additional software and applications are available at the Windows and Office Store if desired.

Windows® 10	Microsoft's latest operating systems. Included with Windows are popular tools for the classroom such as: calculator with scientific, statistics, programmer and unit conversions, Snipping Tool, Photo and Video Galleries, ClearType, Sticky Notes, integrated desktop search and more. Future upgrades available under MLTI. Accessibility details may be found at: http://www.microsoft.com/enable
Office Professional Plus 2016	World's most widely used suite of desktop productivity applications. Future upgrades available under MLTI
Access 2016	Database for design, ceration, data, analysis, templates, development, simulations, programming, forms, reporting and more.
Word 2016	Robust word processing tool, including writing, editing, managing citations, spelling and grammar check, data visualization and more.
Excel 2016	Spreadsheet application consisting of commonly used formulas and data analysis tools teachers and students are expected to know how to use.
Lync	Instant Messaging, Presence, peer-to-peer audio/video calling, webinar engine for presentations and distance learning
PowerPoint 2016	Presentation application, supporting academic and scholarly presentations with the use of slides, multimedia and interactive content, audio/video capabilities, data visualization and more.
Publisher 2016	Desktop publishing application with emphasis on page layout and graphic design
Outlook 2016	Robert communications client for managing email, calendar, tasks, contacts, notes and journals trough unified interface. Also allows for shared calendar management, delegates, room scheduling, etc..
OneNote 2016	Every student and teacher's digital notebook with endless pages! Free-form note taking application that captures handwritten notes, typed notes, audio notes, drawings, screen clips.
Office 365 for Education (Cloud Service)	Microsoft's cloud-based service that provides anywhere access to Office-based applications and Office-based servers via browser and mobile devices.
Exchange Online	Enterprise class messaging and calendaring systems that provides 25GB inbox for all users

Office Web Apps	'Webified' companion to Office Professional rich client suite. Provides true fidelity viewing experience with core editing capabilities for Word, Excel, PowerPoint, OneNote and Outlook based files while enabling the user to freely share and collaborative, in real time in the documents with fellow students and/or colleagues all within the browser.
SharePoint Online	Classroom/teacher/team/department/school and/or student sites for online storage of documents, group collaboration and other portal needs. Every tenant receives 10GB of pooled storage plus 500MB per user up to 25TB of total online storage
Lync Online	Web conferencing for distance learning, connecting classrooms across the state or across the world, broadcasting school committee meetings and recording for on-demand viewing
OneDrive Pro	Synchronize personal files across multiple devices and with the 'cloud'. Share files and folders with fellow students and co-workers. Every users receives 7GB of online storage
Internet Explorer	Microsoft's latest web browser leveraging HTML 5 for rich, dynamic web experiences. http://www.microsoft.com/ie
Digital Learning Suite	Packaged suite of 20 of the most popular teacher resources and classroom tools free for download via Microsoft's Partners in Learning network. http://www.pil-network.com/
Microsoft Movie Maker	Video editing offering ability to create, edit and publish videos in HD.
Microsoft Photo Gallery	Photo editing, organizing and sharing application
Microsoft Photosynth	Three dimension modeling of digital pictures leveraging pattern recognizing to create detailed, panoramic images allowing for intense zoom-in/zoom-out capabilities
Microsoft AutoCollage	Photomontage desktop application developed by Microsoft Research
Microsoft Songsmith	A musical accompaniment application for Windows that helps students 'find their spark'! Development by Microsoft Research Songsmith generates musical accompaniment after a voice is recorded.
Bing Maps for Office	Use location data from a given column and plot it on a Bing Map. Provides data visualization with ability to manipulate using Excel
Kodu Game Lab	Visual Programming allowing children to program characters in a 3D world using rule-based system based on conditions and actions.
Microsoft Mathematics	Free download for Windows and plug in for Office that provides scientific and graphing calculator, unit converter, triangle solve and equation solver. Recipient of Award of Excellence from Tech & Learning Magazine
Math Worksheet Generator	Teachers can create their own Math worksheets using Word

Microsoft Chemistry Add-in for Word	Insert and modify chemical information, such as labels, formulas, and 2-D depictions, within Word. Create inline "chemical zones," and store and expose chemical information in a semantically rich manner
Sketchup Pro	3D design software.
IT Academy	Collection of applications designed to engage students in computational thinking.
GeoGebra	Geometry visualization software that allows for both geometric and algebraic input and manipulations.
Career Forward	Application that gives students the opportunity to take certification exams that can result in industry recognized certifications and credentials.
DreamSpark	Application in which students can create an account and download additional software at no cost.

Eligibility, Participation and Funding

Participation in the Maine Learning Technology Initiative (MLTI) is optional and all Maine public schools (K-12) are eligible to participate. For purposes of MLTI participation, publicly-supported secondary schools (i.e. the Town Academies) are considered public schools. A school that is eligible to participate in MLTI becomes a "participating school" by opting in and entering into an MLTI Participation Agreement.

Schools must opt in entire grade levels for a 1:1 solution. In order to obtain state funding support, middle schools must opt in both 7th and 8th grades, while high schools must opt in for grades 9 through 12. High schools may stretch opt-in over a 2-year period for financial purposes, as long as they opt in at least 50% of their students during the first year.

Opting in is a 4-year financial commitment from the school, and the school is committing to the solution (device, etc.) that it selects for that 4-year period.

Student Seats

1. Student Eligibility to Receive an MLTI Device

All students (grades K-12) who are enrolled full-time or part-time at participating schools that fulfill the MLTI participation agreement are eligible to receive an MLTI device. "Part-time" is defined as being enrolled in at least one course at the school; this includes homeschooled children officially enrolled for at least one course.

Students who are partially or fully enrolled in a participating school, but who receive some or all of their educational services in an alternate facility or program, should be issued a device from their enrolling school, provided that the school is participating in the MLTI 1:1 program.

Some students' specific identified needs (typically outlined in an Individualized Education Plan or a 504 Plan) may preclude the use of the MLTI device. In some instances the Department may be able to provide assistance to the school to acquire appropriate assistive technology. Schools should contact the MLTI Project Office directly when the MLTI device does not meet the needs of a student.

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2. Student Seat State Funding Support (Grades 7 and 8)

The State provides funding support for 7th and 8th grade student seats in schools that implement an approved MLTI 1:1 solution for those grades. The state funding support maximum for 2016 opt-in is $254.86 per seat per year. Any cost in excess of the state funding amount must be paid by the school.

3. Student Seat Local Cost (Grades K-6 and 9-12)

Seat costs for students in grades K-6 and 9-12 are the responsibility of the participating school. The annual local cost is reflected in the device order sheet. The total local cost may also change over the 4-year period if student enrollment in participating grades changes. Schools are invoiced for local costs on a quarterly basis (July, October, January and April), unless the school elects an alternate billing method (e.g., annual billing or billing for all 4 years at the beginning of the term).

4. Filling out the Order Form for Student Seats

Please order only the number of student seats that you anticipate needing for the participating grades in the 2016-2017 school year. Please do not overstate your need – if enrollment increases at a later date and you need additional student seats, you can obtain extra devices quickly through the Enrollment Device ordering process. The Department will review order sheets and, if the number of seats requested seems out of line with your current enrollments, we may ask you to explain the number ordered, or to revise the order.

Staff Seats

1. Staff Eligibility to Receive an MLTI Device

All teachers and staff who work with students in participating grade levels (K-12) at participating schools that fulfill the MLTI participation agreement are eligible to receive an MLTI device. All Career and Technical Education Center instructors who work with students from MLTI participating schools are eligible to receive an MLTI device. Student teachers placed in a participating school and working with students in participating grades are eligible for an MLTI device, to be provided by MLTI.

Some staff are eligible for state funding support (see section 3). Those who are eligible for state funding support are referred to as "Eligible Staff." Those who are eligible to receive a device, but not eligible for state funding support are referred to as "Ineligible Staff."

2. State Funding Support for Staff Seats

For participating public schools, the Department will provide funding support for certain staff seats, as described in this section 2. To qualify for state funding support for a staff seat, the staff member must be in one of the categories of eligible staff described in paragraph A, and the staff must be working with students in a participating grade between 7th and 12th grade. There is no funding support for K-6 staff. Additional information is provided in paragraphs B through E.

The funding support maximum is $254.86 per seat per year. Costs in excess of the state support amount are the responsibility of the SAU or school.

A. Categories of Staff Eligible for State Funding Support

Please review the following guidelines to determine which of your school's staff are eligible to receive funding support for an MLTI device. The Department will not collect lists of eligible staff names, but participating schools should be prepared to provide that information at a later date if it becomes necessary for auditing purposes.

Funding-eligible staff includes the following:
- All certified teachers who teach 7th - 12th grade subjects including, but not limited to, mathematics, science, language arts, social studies, visual and performing arts, world languages, physical education, CTE teachers and/or special education teachers
- All certified 7th - 12th grade principals, CTE directors, special education directors, deans, assistant principals, assistant CTE directors, assistant deans, guidance counselors, library media specialists, technology integrators, and literacy specialists
- Licensed or certified physical therapists, occupational therapists, and speech therapists who are employed by the SAU and serve participating students
- At the SAU level, all superintendents, assistant superintendents, and curriculum directors/coordinators

Participating schools and SAUs may receive additional state-funding-supported devices as follows. Each participating school may request one additional device for technology support staff image and configuration testing. This device is not intended to be used as a personal workstation. Collectively across a SAU, the SAU may request one additional device per 300 devices deployed (minimum of 1) for use by technology support staff including a district Technology Director.

For staff not funding-eligible under these guidelines (e.g., ed techs), schools may elect to order devices at local expense. Devices ordered for eligible staff may not be redeployed to staff members who are not eligible for state funding support (ineligible staff).

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B. Grade K-6 Staff

Staff in K-6 grade schools are not eligible for state funding support

C. Grade 7 and 8 (Middle School) Staff

Maine schools that implement an approved MLTI 1:1 solution for grades 7 and 8 will receive funding support from the Department of Education toward eligible staff costs of the MLTI, up to the amount of $254.86 per year.

D. Grades 9-12 (High School) Staff

Eligible staff in Maine public high schools that implement an approved MLTI 1:1 solution will receive funding support from the Department of Education, up to the amount of $254.86.

To be eligible for this funding support, Maine public high schools must implement an MLTI 1:1 program in grades 9-12, but may do so over 2 years. The high school must opt in the first year for at least 50% of its students, and must have its school board approve a resolution that ensures that the SAU and school board intends to seek funding to support expanding the 1:1 program to a 9-12 program in the next fiscal year.

E. CTE Staff

Maine Career and Technical Education Center (CTE) staff will receive funding support from the Department of Education up to $254.86 per year. Since CTEs are not the primary enrollment for its students, the CTE is not required to implement a 1:1 program for its students in order to receive state funding support.

3. Staff Seat Local Cost

Staff seat costs in excess of the state funding support amount, and staff seats ineligible for state funding support, must be paid for by the participating school. The annual local cost is reflected in the device order sheet. The total local cost may also change over the 4-year period if staff seats are returned or additional staff seats are requested during the term of participation.

MLTI sends invoices to schools for those costs on a quarterly basis for 4 years, unless the school elects an alternate billing method (e.g., annual billing or billing for all 4 years up front).

4. Filling out the Order Form for Staff Seats

To fill out the order form, you will be asked to determine how many of your staff seats are eligible for state funding support. Section 2, paragraph A lists eligible types, or categories, of staff. After determining that a staff member is in an eligible category, please review paragraphs B through E for further information on funding support.

MLTI Participation Agreement

1. SAU agrees to deploy the MLTI devices in a 1:1 approach that provides every individual student a personal digital device to support his/her individual learning needs.
2. SAU agrees to maintain the 1:1 approach by requesting additional devices as population increases. SAU agrees to return extra devices as population decreases.
3. SAU understands that all devices are leased by the State of Maine and that the equipment may only be used to support local 1:1 learning through technology.
4. SAU agrees to maintain accurate online asset records using the MLTI online asset management solution.
5. SAU agrees to maintain the equipment in good working order, including having damaged devices repaired in a timely fashion.
6. SAU agrees to host annual parent meeting(s) to orient parents on the program, goals, and expectations.
7. SAU agrees to address how MLTI will support its school and district goals in its Board-approved technology plan.
8. SAU agrees to implement and publish on its website its Board-approved policies and procedures, including those that allow students to take the devices home to support their learning.
9. SAU agrees to implement and publish on its website its Board-approved Acceptable Use Policy.
10. SAU agrees that any fee-based programs associated with MLTI (e.g., device protection plans) will be Board-approved and published on its website.
11. SAU agrees to provide to the Department the URLs for its Board-approved MLTI-related policies (#8-10)
12. SAU agrees to implement Digital Citizenship and Internet Safety programs (e.g. Common Sense Media and NetSmartz).
13. SAU agrees that Principals and/or Superintendents will participate each year in Department-sponsored, learning through technology-related professional development.
14. SAU agrees to support teacher participation each year in Department-sponsored, learning through technology-related professional development.
15. SAU agrees to take part in studies, surveys, etc. related to the MLTI (e.g., a BrightBytes survey).
16. SAU understands that the devices are only for use in the opted-in grades in the opted-in school and may not be loaned or subleased to other grade levels or schools.
17. SAU understands that staff devices for which state funding support is provided may not be loaned or subleased to staff not eligible for state funding support.
18. SAU understands that payments made (as applicable) are to reimburse the Department for the cost of participating in the program, and are not considered payments toward ownership of any equipment provided by MLTI.
19. SAU understands that it is responsible for all applicable payments over the 4-year period and will pay MLTI invoices within 30 days.

20. SAU understands that the Department may make available to schools the opportunity to purchase equipment at the conclusion of the Department's lease, but that the Department may instead elect to have schools return the equipment, if it is in the best interest of the State.
21. SAU agrees not to violate the manufacturer's warranty or the guidelines of the MLTI support program (e.g repair devices using unauthorized methods, parts, or providers, or make any unauthorized modification to a provider-installed wireless network during the term of the agreement).
22. SAU agrees that it will not install unlicensed software or media on MLTI devices.
23. SAU agrees to use the MLTI repair depot for <u>all</u> repairs of MLTI devices, including warranty and out-of-warranty repairs, except as provided in section 25.
24. SAU agrees not to use third-party vendor repairs or third-party replacement parts and to inform parents and students that they are not to use third-party vendors or third-party replacement parts for MLTI devices.
25. SAU understands that, if it has a self-service program approved by the device vendor, it may allow its vendor-certified technician under the program to repair the SAU's devices provided it abides by the self-service account rules established by the device vendor. In addition, any SAU with a vendor-approved self-service program agrees to (a) submit monthly reports detailing all self-service repairs to the Department; and (b) pay any late fees and replacement costs resulting from its failure to return defective replacement parts in a reasonable timeframe.
26. SAU agrees to include the MLTI equipment on its building catastrophic loss insurance plan.
27. SAU agrees to follow Department policies and procedures for lost and stolen MLTI devices, including notifying the Department of missing devices as soon as they identify the device as actually missing and not simply misplaced.

By signing below, you are acknowledging that you have read and understand the information in this packet. Additionally, you are accepting the responsibilities as outlined above for each participating school in the SAU to participate in the Maine Learning Technology Initiative for the school year beginning in the Fall of 2016 and ending in the Spring of 2020. Finally, you are approving and agreeing to pay the Department of Education any applicable costs as calculated in this packet and adjusted for changes in student enrollment and the number of staff seats at the SAU/school.

_____   _____
SAU MEDMS ID # & Name   Superintendent Email

_____   _____
Superintendent Signature   Date

MLTI Shipping Information

PLEASE complete this form for each order submitted for the 2016-2020 MLTI Deployment.

It is critical to the timely delivery of your MLTI devices that the MLTI Team has accurate information on the school's deployment contact person and shipping arrangements.

Please answer every question, keeping in mind the delivery date range of mid to late July 2016. Someone will need to be available at the delivery location within this timeframe. The Tech Director or Tech Lead for the school is the preferred contact. However, if this person is not going to be available for the entire timeframe, please choose someone who will be available. There is space provided for special circumstances.

Deployment Contact Information
- Name:_____
- Email: _____
- Phone (cell preferred): _____
- Alternate phone number (if needed): _____
- School name and 4-digit school code: _____

Please enter the shipping address for the physical location (PO Boxes are not allowed):
- Shipping Address:_____
- Shipping Address 2: _____
- City/Town: _____
- Zip Code: _____

Delivery Information
- Does this location have a loading dock?   YES or NO
  - If yes, can the loading dock accommodate a full-sized 53' trailer?   YES or NO
- Does the delivery location require an appointment to schedule a delivery?   YES or NO
  - If yes, how far in advance does your appointment need to be scheduled?

    _____

- Delivery will be late-June to mid-July. Are there periods of time when the delivery can't be received?
                                                                              YES or NO
  - If yes, what time/date should be avoided?

    _____

- For the dates when the building is open, please choose the best time for delivery:
          ¢ 8:00AM – Noon   ¢Noon – 4:00PM ¢No Preference
- Is there any other logistical information that would be helpful for the shippers to have?

    _____
    _____
    _____